



# Board Meeting Minutes

**Date:** 23<sup>rd</sup> July 2020

**Location:** Zoom Meeting – 7.30 pm

**Present:** Ann Smith (AS) (Chair), Catharine Sayer (CS) Brett Simon (BS),  
Willie Bicknell (DM) Bradley Watts (BW)

**Apologies:** Darin Galliers (DG)

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## 1. Review of Minutes of Previous Board Meeting – 23<sup>rd</sup> July 2020

True and correct record of the minutes – Amendment made to Point #7 in Action Point Table  
Moved by CS      Seconded by AS

## 2. Conflicts of Interests

- Nil identified

## 3. Board Governance

- AS: Co-opt members Finance / General?
  - Thinking around financial experience/expertise
  - Possibly co-opt a member with these skills onto the Board
  - General discussion around suitability
  - Agreement reached that this position is not necessary – ‘nice’ to have but not ‘need’ to have
  - Tim – A Matter of Sport (AMoS) looking at getting more money
    - Tim is happy to join meeting to speak to funding
    - Board still awaiting his written updates/reports as per contract
  - Shane Johnson (SWN Accountant) maybe able to lend some oversight/advice
  - **ACTION POINT:**
    - AS to list attributes etc looked for
    - WB: Sound out Shane Johnson & report back to board at next meeting

## 4. Operational Update – District Manager

- DM report tabled by WB covering:
  - Interclub – great uptake across the District



- Superchamps update – again – good numbers this year
- Survey results of Wellington Open. Overall a good tournament with positive feedback
  
- Junior Elite Squad
  - Covered in DM report
  - Timeline up to team announcement – what is needed by the Board?
  - Selection Criteria for Elite Junior Squad
    - Hopefully name team Saturday by 23/08/20
    - Selectors decision is final
    - Selectors Criteria
    - Board to support selectors
    - When team announced have t-shirts etc available
  - **ACTION POINT:**
    - WB to advise convenors of names (correct) & availability of t-shirts etc
  
- Junior Open
  - Tawa
  - Anyone to assist? – To advise TC at Tawa
  - Being held the same weekend as Wainui B & Below

## 5. Squash in the Capital Strategy

- Put something together to cover this off
- Disappointment at reduction of facilities for squash
  - **ACTION POINTS:**
    - WB to approach KH, TH & IB to a meeting forum re options with Club K shutting down
    - AS to put release together – liaise with BW in regards to closure of Club K
    - CS/WB to discuss other options

## 6. Other Business (5mins)

- AS: Need to start thinking about other matters for the District
  - Refereeing



- AS working with Matey Galloway
  - Coaching
  - Tournaments
  - AS did Facebook postings during recent tournaments
    - Increasing engagement with increase of 15 Likes
  - Other programs
  
- Masters Team Communication (AS)
  - Agreed letter to go out spelling out SW position
  - Reinforces need for a survey repeat
  - **ACTION POINT:**
    - AS to send letter out
    - AS to formulate Process for Masters for next meeting – terms of reference etc.
  
- Stakeholder Principles – BW
  - *Squash Wellington Stakeholder Engagement Principles*

*Set in place a rule that SW agrees that if meeting with stake-holders that may have an impact on SW business decisions that two (2) representatives of SW Board attend to protect the SW organisation, where practicable – around business related decisions*
  - Discussion made around this proposal
  - CARRIED
  
- Escalation of Complaints & Feedback - BW

Any escalations are fed to the District Manager (DM) in the first instance where practicable

  - AGREED
  
- World Squash Day
  - Falls 10<sup>th</sup> October
  - Same day as “Love Tennis” Day/campaign
  - WB liaising with SNZ about this
  - Consideration of SW Tops for World Squash Day – **not finalised**
  - Dayne Farr has emailed interest in World Squash Day – WB to follow up



- BW gave background on Love Tennis & how it has taken a while to grow it
- **ACTION POINT:**
  - WB to liaise with SNZ
  - See if they have any plans – local, district, or national
  - Speak to other combined Squash/Tennis Clubs to see how it may look & how the Love Tennis campaign has worked in the past – and what they have planned
- WB addresses Board on tabled paper showing financial records on where we have come from
  - Showed what income was around in 2010 compared to 2020
    - What we have lost & gained
    - Why we don't have what we used to
  - 2016 Survey
    - What clubs wanted prioritising
    - High Performance (HP) was at the bottom end of priorities – along with Masters
    - AS suggests we re-run the survey as it is very timely & gives great information back to the Board to assist in formulating and maintaining our Strategic Plan
  - **ACTION POINT:**
    - Board as a whole to give consideration to re-running the same survey as 2016 & then make a comparison
  - **ACTION POINT:**
    - CS to review Survey with WB & report back prior to next meeting via email with recommendations.
- Resolution for funding:
  - WB has spoken with Tim (AMoS). There hasn't been an application made yet for DM's salary
    - MOTION: Apply to Lion Foundation for \$25K for DM salary
      - Moved CS    Seconded AS
      - CARRIED



**7. Review Action Points: (Note – these have been re-numbered due to old ones expiring/being removed & new ones being added)**

**\* Denotes new item**

<b>Id</b>	<b>Status</b>	<b>Raised</b>	<b>Due</b>	<b>Owner</b>	<b>Description</b>
<b>1</b>	Open	20/02/20	23/04/20	AS	Coach PD review to be completed AS
<b>2</b>	Open	19/03/20	23/04/20	AS	Update Health & Safety policy regarding Risk Register
<b>3</b>	Open	19/03/20	23/04/20	BW	Draft Business Continuity Plan for Board review Sport NZ have provided a template for populating <b>Brad to report <del>23/07</del> 20/08</b>
<b>4</b>	Open	11/07/19	Ongoing	All	Sources of Income for SW
<b>5</b>	Open	11/07/19	Ongoing	All	Written confirmation of read and review of Policies
<b>6</b>	Open	14/11/19	15/12/19 <b>Ongoing</b>	DM	Template for Reports (Reps, Coach etc)
<b>7</b>	Open	23/04/20	04/06/20 <b>23/07</b> <b>20/08</b>	DG	Investigate potential sponsorship opportunity for DM vehicle
<b>8</b>	<del>Open</del>	<del>25/06/20</del>		AS	<del>Liaise with BW for Hello/Goodbye email</del> <b>Completed 23/07/2020</b>
<b>9</b>	Open	25/06/20	Not set	AS/WB	To complete and disseminate updated selection criteria for Junior Rep Programme
<b>10</b>	Open	25/06/20	25/07/20	AS/WB	Review Squash Your Way Program and bring to next Board meeting as to how it works etc
<b>11*</b>	Open	23/07/20	Not Set	AS	List attributes etc for co-opting a person with financial skills onto Board to assist with financial direction
<b>12*</b>	Open	23/07/20	20/08/20	WB	Sound out Shane Johnson if he would be interested in the position or has any suggestions/recommendations



<b>13*</b>	Open	23/07/20	20/08/20	WB	Advise Convenors names for Junior Elite Squad & availability of t-shirts etc
<b>14*</b>	Open	23/07/20	Not Set	WB	Approach KH, TH & IB to a meeting forum for options with Club K Shutting down
<b>15*</b>	Open	23/07/20	Not Set	AS	Liaise with BW & put out release regarding closure of Club K
<b>16*</b>	Open	23/07/20	Not Set	CS/WB	Discuss other options with closure of Club K
<b>17*</b>	Open	23/07/20	20/08/20	AS	Letter to go to Masters Group re SW position of not funding Team
<b>18*</b>	Open	23/07/20	20/08/20	AS	Formulate Process for Masters – terms of reference etc
<b>19*</b>	Open	23/07/20	Not Set	WB	<ul style="list-style-type: none"> <li>• Liaise with SNZ re World Squash Day plans</li> <li>• Speak with other combined Tennis/Squash Clubs to see what they have planned &amp; what works etc</li> </ul>
<b>20*</b>	Open	23/07/20	Not Set	All	Consideration of re-running 2016 survey to make comparison
<b>21*</b>	Open	23/07/20	20/08/20	CS+WB	Review 2016 Survey & report back via email prior to next meeting with recommendations

**8. Next Meeting:** 20 August 2020 – Venue to be Confirmed

**9. Meeting Closed: 9.01 pm**